

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR DIRECTOR SOCIAL SERVICES

Date: Sept 9, 1998

Position Level: 13

FLSA Status: Exempt

Class Code: 13-5

GENERAL DESCRIPTION

Administering, developing, planning, scheduling and directing the operation and maintenance of the entire Monroe County Social Services Department. Responsible for proper application, operation and funding of all programs in the department, and ensure compliance with all Federal laws, State laws, County laws, and all their rules and regulations.

KEY RESPONSIBILITIES

1. Prepare, plan, direct, analyze and approve approximately five million dollar budgets for the Social Services Department.*
2. Plan, develop and review all Federal and state (10) grant applications and contracts for the department.*
3. Responsible for administering, developing, planning, and supervising of all programs and operations on a daily basis.*
4. Must review and approve all prior expenditures, purchases and inventory on a daily basis.*
5. Responsible for all programs in the department to ensure compliance with all Federal, State and County laws, rules and regulations.*
6. Direct administration and supervision of the Welfare Program and responsible for final authorization of services.*
7. Direct responsibility for administration and supervision of the Health Care Responsibility Act and the State of Florida Medicaid Program, expenditure and reporting. (Mandated programs placed on County)*
8. Review all program reports, financial reports, and any other reports monthly, quarterly and final reports. Require staff meetings, in-service training of all programs.*
9. Review and approve all personnel actions such as hiring, firing, suspension, demotion, reprimand, evaluations, time sheets, leave requests, employee complaints, grievances, pre-determination hearings, etc.*
10. Meet with community leaders, attend conferences in-state, and out-of-state. Attend County Commission meetings, Department Head meetings, training sessions on an as needed basis for the program advocating the needs of the elderly, disabled and indigent clients of the Social Services Department.*
11. Responsible for administering the "Special Needs Registry" of the elderly, and disabled residents to shelters in-county and out-of-county for the disaster evacuation and supervision and operation of the volunteer CDL.*
12. Review and development of Financial Impact of funding cuts at the Federal, State and County levels, or mandates of new program.*

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: SR DIR, SOCIAL SERVICES	Class Code: 13-5	Position Level: 13
--	-------------------------	---------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Social Work, Social Science or related field.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On Call 24 hours pending disasters.
<i>Other:</i>	Previous experience with the County as a Social Worker or related field is preferred.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____